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T/IV/R-1
3 June 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM IV - INSTALLATIONS

MEMORANDUM FOR: Chairman, Committee on Documentation

SUBJECT: Interim Report of Task Team IV - Installations

1. Interim Report (T/IV/R-1) of Task Team IV - Installations is forwarded herewith.

2. Of the large number of elements used in the Intelligence Community to identify and describe installations and geographic features of intelligence interest, Task Team IV has concluded that four elements are in themselves sufficient to achieve positive identification. These factors are:

a. Identifying number (peculiar to said installation or geographic feature).

b. Category code, identifying the function of the installation.

c. Name of the installation or geographic feature.

d. Geographic code, establishing the position of the installation (and including the source of said coordinates).

Consideration was also given to the use of a country code, defining the country in which the installation or feature is located.

3. In the selection of the four required factors, the Team kept in mind the differing needs of initial and subsequent identification of installations. Initial identification is involved in nominations for adding new installations to the intelligence base. These require all four factors to the extent possible. Subsequent identification by elements of the Washington Intelligence Community of already established

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installations is a simpler matter. From a purely ADP point of view, and with respect to established as against new installations, two factors would be sufficient: Identification number of the installation and the category code. However, the needs which the identification factors must satisfy and the requirements to serve a variety of information processing systems have resulted in the Task Team conclusion that the first four factors should, with respect to new installations, be mandatory, and the fifth, highly desirable, but not mandatory.

4. The Task Team has concluded that adoption of the four elements required for positive identification of new installations will have a minimal adverse impact on the holdings and procedures of agencies concerned. The positive gains in terms of increased accuracy and speed in interchange of information and reduction in the confusion caused by use of differing identification systems in the several agencies should far offset any adverse impact.

5. It may be of some interest to note that following completion of the initial tasks of Task Team IV, the Commander-in-Chief, European Command, reached the same conclusions. He requested permission to take steps permitting the Supreme Allied Commander, Europe, to release to NATO national units having strike assignments in support of operations in Europe, specific identifying data with respect to targets. These data were described as "common identifying data" for the attainment of compatibility of target documents and strike listings. He held that such identifying data do not constitute intelligence precluding such distribution. The elements recommended are:

Bombing Encyclopedia Number
Target Category Code
Name
Coordinates
Country Code

6. The Chairman of Task Team IV:

a. Has been fortunate in having available to the Team the very considerable technical competence of the agencies concerned with installations intelligence;

b. Has benefited considerably by the data furnished, the judgments expressed, and by the many discussions by members of the Task Team of the common task of enhancing the operational efficiency of the Intelligence Community. The knowledge and experience of Team members are reflected in the results achieved, which are considered not to have any serious adverse impact on the installations intelligence base supporting United States war plans.

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7. In the reasonable anticipation that with CODIB's support, the Report of the Task Team will be approved by USIB, it is suggested that CODIB may wish to direct the Task Team to:

a. Engage in an exploration of the feasibility and/or desirability of obtaining common agreement on standardization within the Intelligence Community of additional identificatory or descriptive elements (other than the four elements required for positive identification) which should be in common use and applicable to all installations/geographic features, regardless of category.

b. Meet as required for the purpose of aiding in the resolution of problems if and when they may arise in the Community-wide adoption of the four required identification factors.

c. Address itself to the task of insuring that collection guidance manuals and associated documents issued by members of the Intelligence Community incorporate appropriate provision for the use in the field of the four elements required for positive identification.

d. Monitor the activities of the Intelligence Community in this field to inhibit the emergence of entirely new systems (usually originating within sub-elements of individual agencies to meet needs other than for the positive identification of installations) unwittingly differing from the agreed-upon four factors for positive identification of installations. This covers such matters as personnel offices creating still other country codes for cataloging of linguistic and specialty fields of research analysts, subordinate elements making their "own category codes," new and independent numbering systems for targets, non-BGN-conforming name procedures, etc., etc.

8. The Chairman acknowledges that the certain points, such as the Geographic Code, considered by the Team solely in connection with installation identification may be of concern to other CODIB Ad Hoc Teams. The thought of the Team was to proceed with its report, reaching conclusions in its best judgment in regard to its appointed task, and leaving such coordination among Teams on points of common concern until other Teams clarify their thinking and turn in their interim reports.

9. This memorandum of transmittal would be incomplete without recording the appreciation of the Task Team for the skilled services of the Secretary, Mr. Warren C. House, and the cheerful and competent secretarial services of Miss Sue James.

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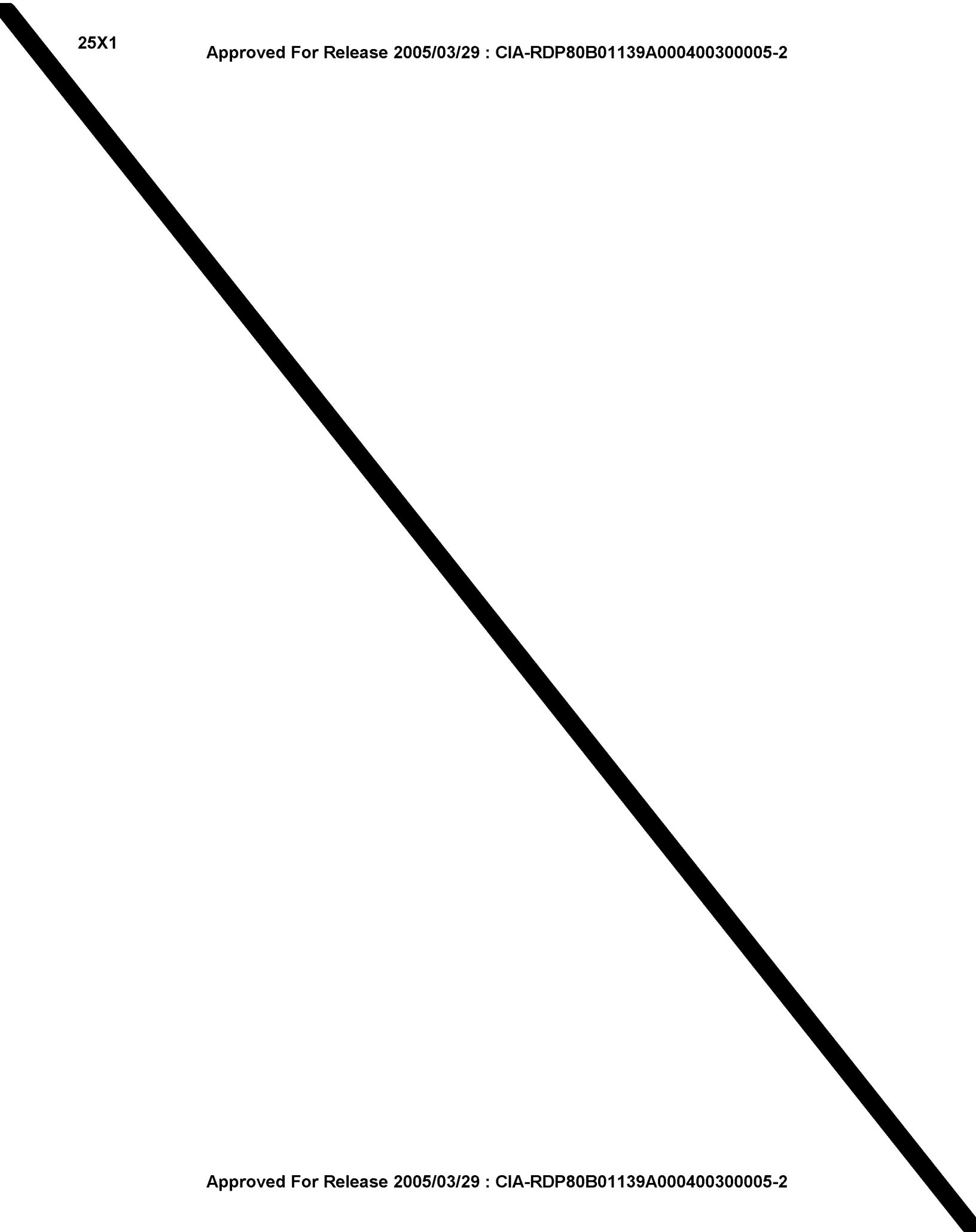

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U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM IV - INSTALLATIONS

INTERIM REPORT

SUMMARY

1. Task Team IV has concluded that four elements are required for the positive identification of installations and geographic features of intelligence interest. These elements are:

a. Installation identification number.

b. A designator of the categories involved; in other words, functional classification of the installation or geographic feature.

c. The name of the installation or geographic feature.

d. The coordinates of the location of the installation and the graphic source from which derived.

A fifth element--an indicator for the country in which the installation is located--is desirable but not required for positive identification.

2. The Task Team has concluded that the installation identification numbering system recommended for adoption by the Washington Intelligence Community in this field is that contained in the DIA Automated Intelligence File (AIF); that the functional classification recommended for adoption is that contained in the "Handbook for Installation Naming and Functional Classification" (DIAM 65-3-1); naming procedures for installations, which

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are necessarily somewhat involved and which are recommended for adoption by the Washington Intelligence Community, are those contained in DIAM 65-3-1; and as to coordinates, after reaching agreement on the use of the "Point Reference Guide Book," the Task Team recommended the use of installation coordinates geographic and/or installation coordinates UTM, coupled with the use of graphic references from which the coordinates are derived.

3. The Interim Report, together with the tabs mentioned therein, provides details of the many conclusions reached by the Task Team with respect to the four elements mentioned and contains a discussion also of a country code system.

4. On one point and one point alone (albeit a minor one), the Task Team could not reach unanimous agreement. This concerned naming of operational missile sites. The Task Team concluded that one naming system was sufficient, that two systems were not required, and decided to await with interest activities outside the Task Team engaged in attaining unanimity on this matter.

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UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM IV - INSTALLATIONS

INTERIM REPORT

1. The objective of the task assigned to this Task Team is:

"To develop a uniform format(s) for the identification of physical installations and geographic features of intelligence interest to facilitate the processing and exchange of intelligence information and documents thereon." (Contained in Terms of Reference approved by CODIB on 9 December 1964 as stated in communication from CODIB dated 26 December, CODIB-D-111/1.4/1).

2. An examination has been made by the Task Team into the various formats in use within the Intelligence Community for the description and identification of installations and geographic features. This examination revealed, in some instances, between one hundred and two hundred descriptive factors used for a single installation/geographic feature. A case in point is "Landing Beaches," for which 140 individual descriptive factors may be included for a single landing beach. The examination of formats used for various categories of installations indicated clearly that some of the factors used are entirely identificatory; others are

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completely descriptive; and some are both identificatory and descriptive. At the other extreme, one completely automated system requires but two items for positive identification:

a. An identification number for the installation;

b. A coded category number expressing the function of the installation. 25X1

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the realm of installation intelligence; of even greater importance, not all of the users of installation intelligence have the same requirements or computer capabilities. Finally, the task assigned to this Task Team provided for much more than capabilities for ADP cross-talk among elements in the United States and abroad utilizing the same basic automated installations intelligence identification base. The Task Team was faced with the problem of devising a format providing for a variety of interests (information processing, dissemination, collection guidance, installation analysis, etc.), with a structure providing for the inclusion of

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identifying elements in a variety of information processing systems (manual, EAM, EDP, etc.), and allowing for inclusion of elements found in both machine-structured and indexed narrative systems.

3. To this end, the Task Team has devoted a number of meetings in exploration of the minimum number of elements required for positive identification of installations (or geographic features) of intelligence interest, of universal applicability regardless of the type of category of installation, i.e., applicable to both Port Facilities and Biological Warfare Research Institutes, to both Submarine Force Headquarters and Intercontinental Ballistic Missile Launch Sites, to both Ammunition Depots and Wet Cell Storage Battery Production Facilities, etc.

4. The Task Team has concluded that with the use of four factors or elements, positive identification can be made of installations and/or geographic features of intelligence interest; that these elements are applicable to all types or categories of installations/geographic features; that community-wide use of these elements will facilitate the processing and exchange of intelligence information and documents thereon; that these elements may be applied to all sources and systems of intelligence interest; that these elements can be incorporated in a format of the characteristics desired for information processing, dissemination, collection guidance and installation analysis; that these elements can be used in a variety of information processing systems and that the four elements selected also satisfy the need for inclusion in both machine-structured and indexed narrative systems.

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5. The elements selected are as follows:

a. An installation identification number.

b. A designator of the category involved; in other words, the functional classification of the installation or geographic feature.

c. The name of the installation or geographic feature.

d. The coordinates of the location of the installation, and the source from which derived.

Consideration was also given to an indicator for the country in which the installation is located.

6. Agreement was reached fairly promptly and unanimously within the Task Team on the factors listed above. Considerable time was devoted to exploration of the advantages and disadvantages of the various alternatives available in the Intelligence Community with respect to functional codes, UTM or geographic coordinates, country codes, etc. Ultimately, agreement was reached by the Task Team that the following be adopted by the Intelligence Community for use in formats devoted to installations and geographic features of intelligence interest:

a. Installation Identification Number:

(1) The installation identification numbering system recommended for adoption by the Intelligence Community is that contained in the DIA Automated Intelligence File, one of the most massive compilations within the Intelligence Community of foreign installations/geographic features. It contains some 160,000 installations, covers 216 countries, is in wide use throughout the Intelligence Community by

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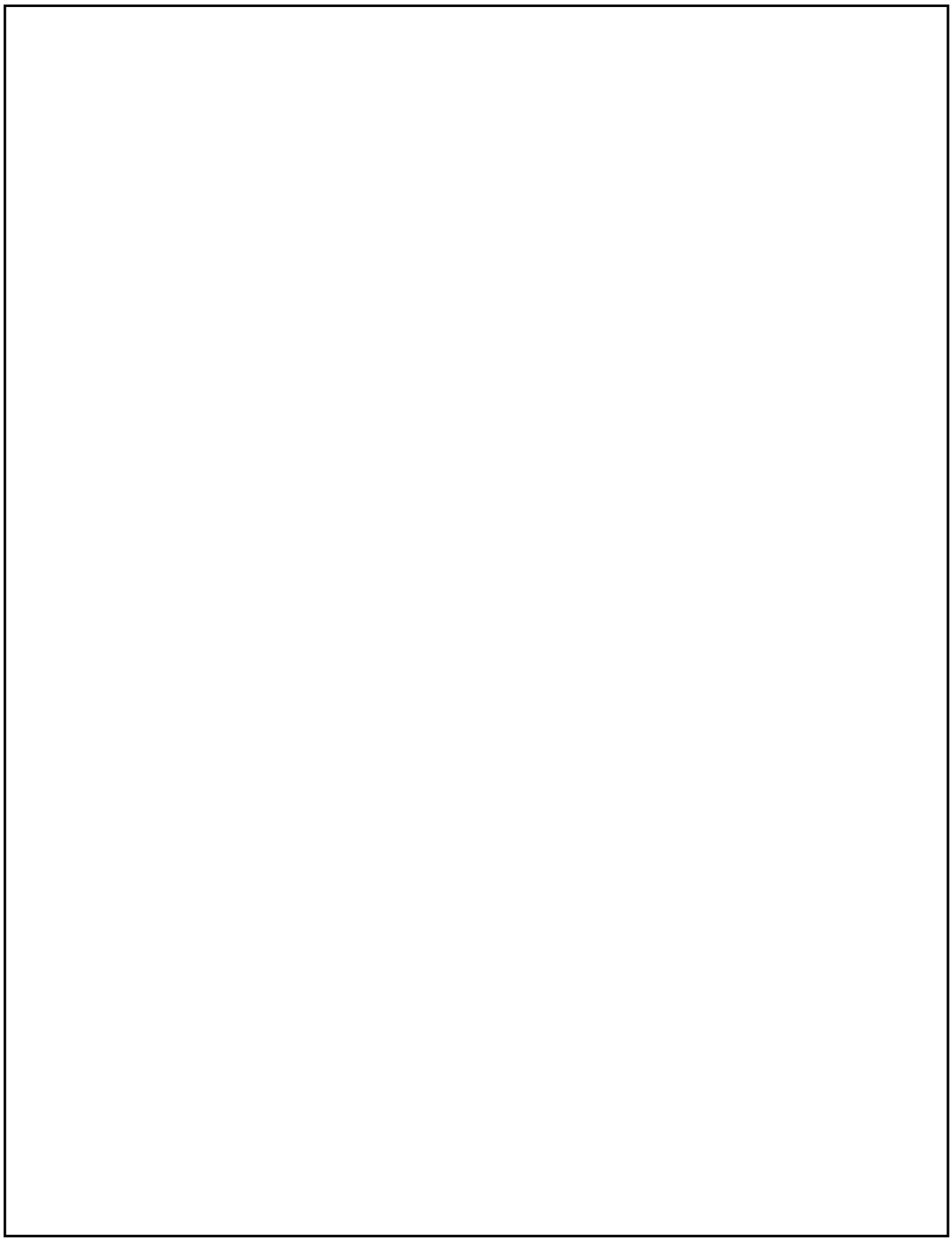

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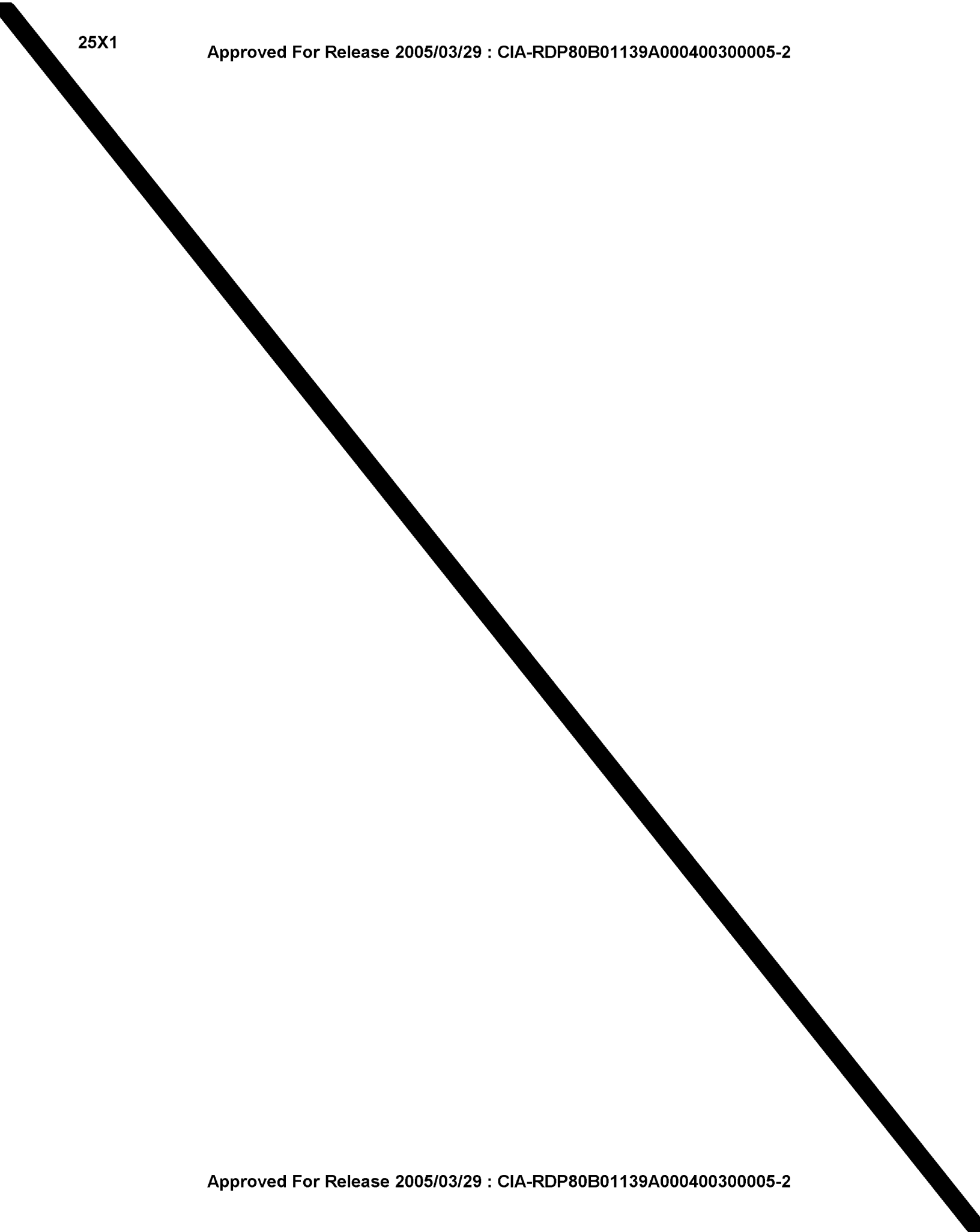

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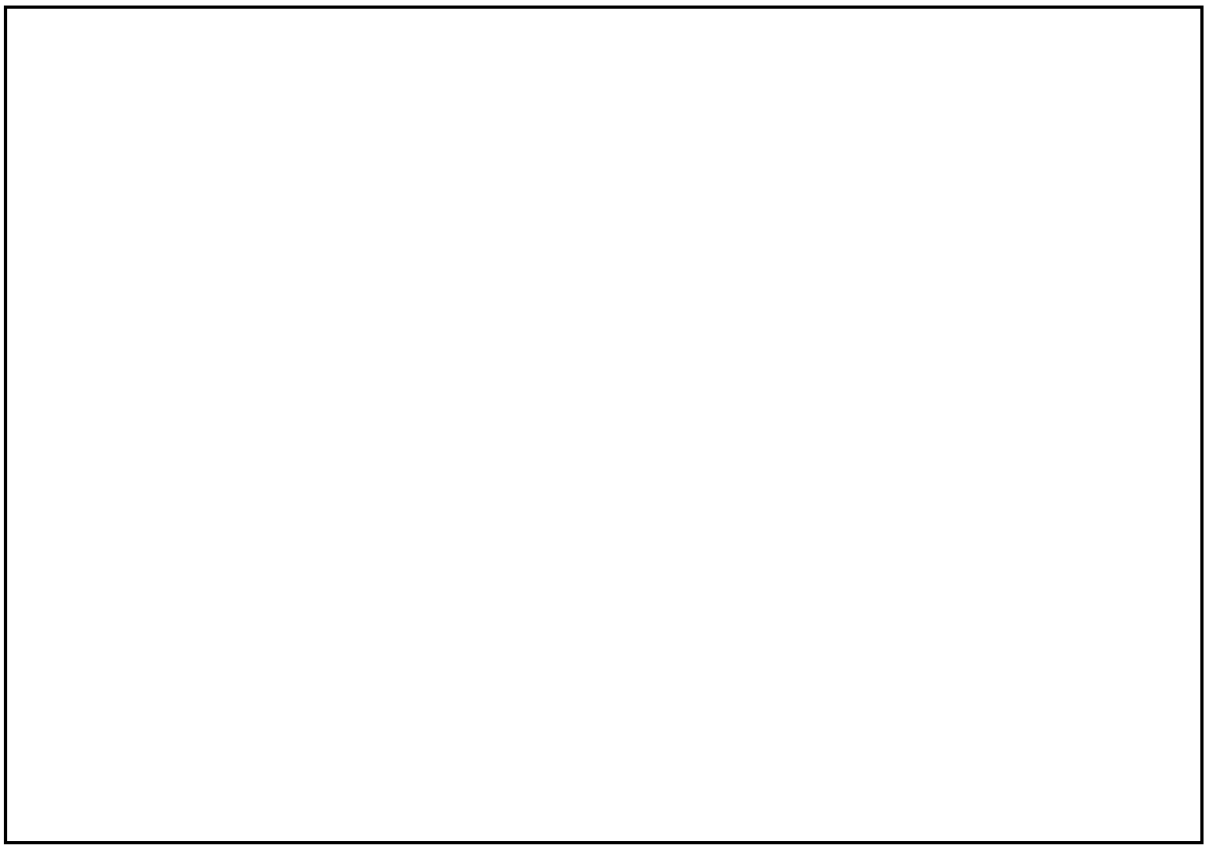

b. Functional Classification Code:

(1) The Task Team considered carefully two different functional codes--the Intelligence Subject Code (ISC) and the category code contained in the Handbook for Installation Naming and Functional Classification (HINFC) (DIA Manual 65-3-1). The former was initially developed by the Central Intelligence Agency in 1948 and subsequently was revised under the auspices of the U. S. Intelligence Board's Committee on Documentation. It is regarded by the Task Team as an excellent subject classification code and as being applicable to both manual and machine systems. It is

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currently used in some applications by the CIA, the Department of State, DIA, and others. It is a very comprehensive code in subject, covering a wide variety of categories, such as climate, coconut oil, compromise of foreigners, education, glandular fever, glue, human disease incidence, labelling machinery, political indoctrination, domestic trade, wine, etc., all of possible intelligence interest.

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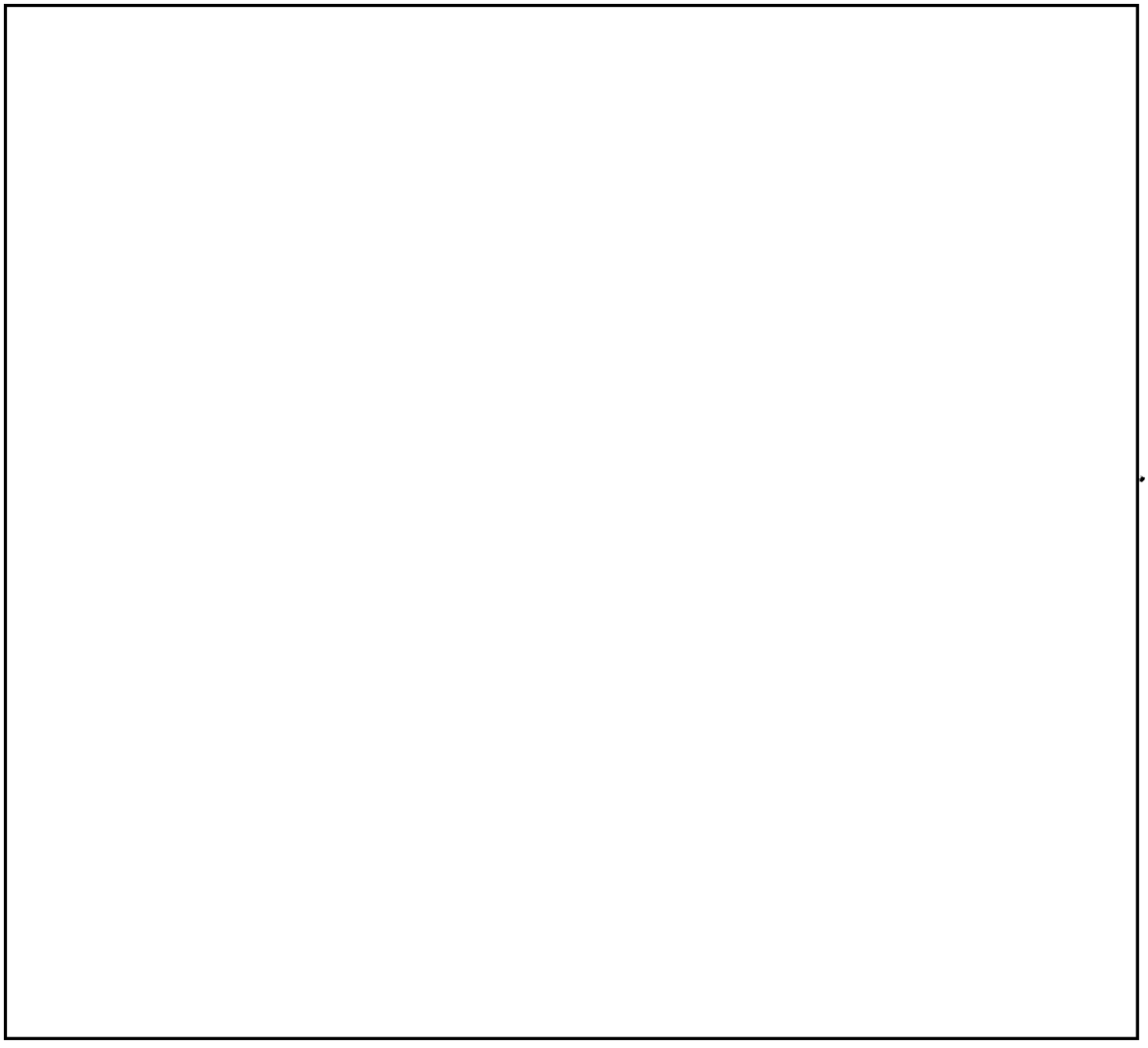

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(3) A complete tabulation of the code structure is to be found in DIA Manual 65-3-1, with a more detailed description for adaptation to special requirements in the individual category summary sheets in various DIA publications. Recognition of the great value of both systems is apparent in the operations of the DIA, which uses the ISC as a subject code for document storage and the category code in DIAM 65-3-1 as the installation functional code. Both codes are used by DIA research analysts. Installation coding is used for categorization of installations with the same category code found in all of DIA's targeting publications, target files, and in the operational plans of the U&S Commanders. After careful consideration of the matter, the Task Team concluded by recommending the use of the DIA 65-3-1 HINFC category code for uniform use throughout the Intelligence Community as one of the four indicators required for positive installation (and geographic feature) identification.

(4) See Tab B attached for further particulars of this identifying element.

c. The Name of the Installation or Geographic Feature:

(1) The Task Team agreed rather quickly that in the spelling of place names, the Intelligence Community should

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abide to the greatest possible extent with the "preferred spelling" as determined by the U. S. Board on Geographic Names (BGN), which has been designated by Public Law 242, 80th Congress, as the authority for all such nomenclature in government publications. However, when both the conventional and native spellings are BGN-approved, the Task Team concluded that in the interests of uniform procedure, the use of the native spelling should be the practice of the Intelligence Community in identifying installations and geographic features of intelligence interest in installation/targeting documents with the widest possible latitude accorded to elements of the Intelligence Community in using either the native spelling or the conventional spelling of place names in briefings.

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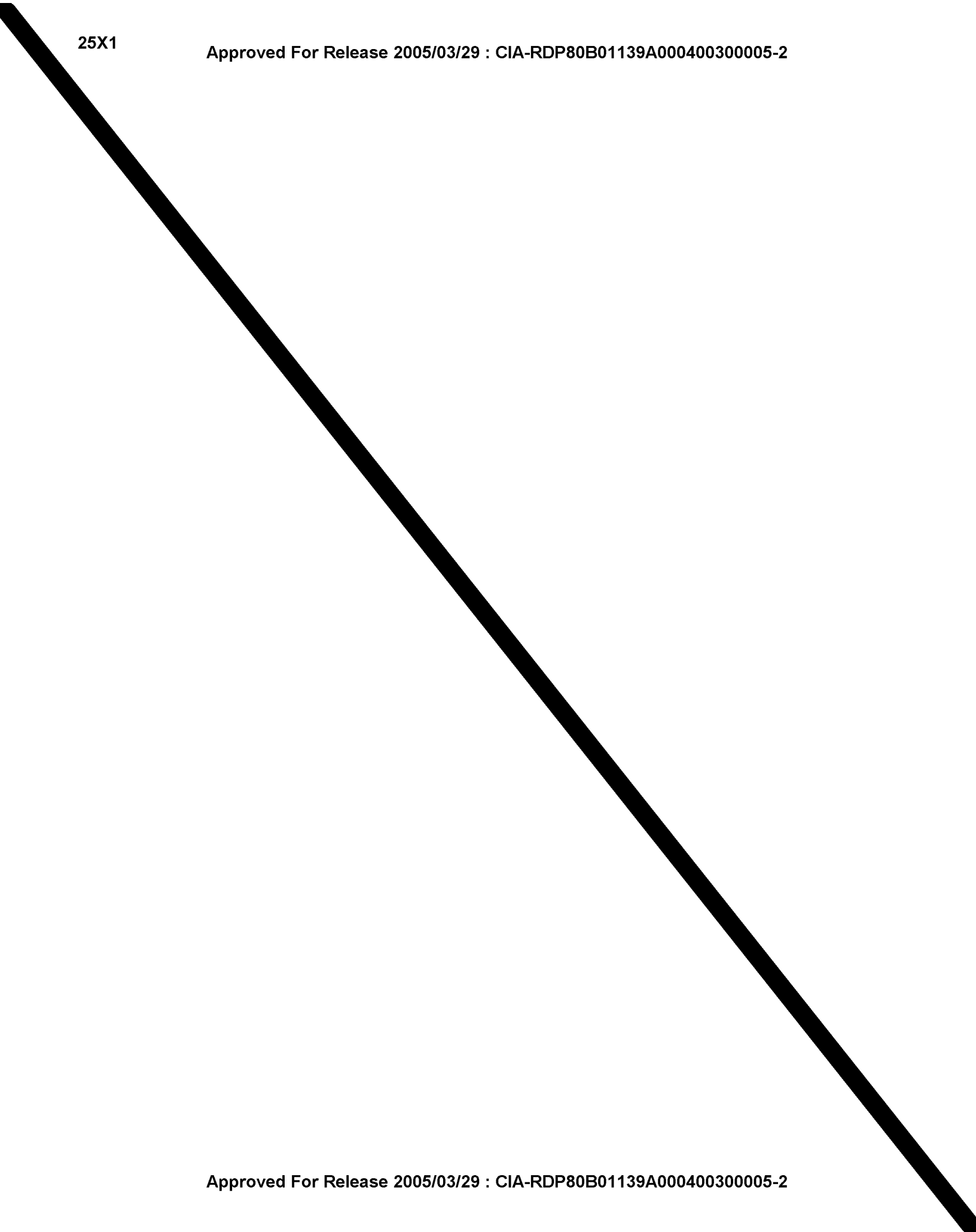

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For example, the National Security Agency has had to adopt, for operational reasons, certain unique transliterations in some of the systems. Certain ambiguities are to be found in the Cyrillic-Latin transliterations prescribed by the BGN. For example, one Latin letter represents more than one Cyrillic letter, and one Cyrillic letter may have more than one transliterated form depending upon its position in a Russian word, and single Cyrillic letters are represented by two Latin characters which may or may not be converted unambiguously back to Cyrillic. The National Security Agency is not alone in this field, and confusion exists in the present Cyrillic-to-Latin transliteration system used by many organizations in the Intelligence Community. While advocating the use of BGN-approved place names, the Task Team is aware of the problem involved in transliteration and recommends that all transliteration systems used by the Intelligence Community and consumers be examined with the aim of developing systems which would be acceptable for use by the interested agencies and which would facilitate the exchange of information in forms readily usable by all. The community is now grappling with the Cyrillic-Latin transliteration systems. This is the subject with which a working group within Task Team III is currently busily engaged. The concern of Task Team IV in this matter is that any success achieved by Task Team III will assist in standardization of but one element

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required for the positive identification of installations and geographic features. In the meantime, intelligence analysts are urged to check the NIS Gazetteer, to ensure that the place name used is BGN-verified.

(5) The naming policy for airfields varies slightly from the procedure used for place names with regard to accepted versus BGN-verified names. Although it is the general practice to incorporate a city or town name with "native spelling" as an integral part of the name of an installation or geographic feature, the same practice does not always prevail with respect to airfields. For example, associated with the city of Washington, D. C., are a number of airfields such as DULLES INTERNATIONAL AIRPORT, WASHINGTON NATIONAL AIRPORT, ANDREWS AIR FORCE BASE, etc. Of these, only one incorporates the city or complex name "Washington." In the

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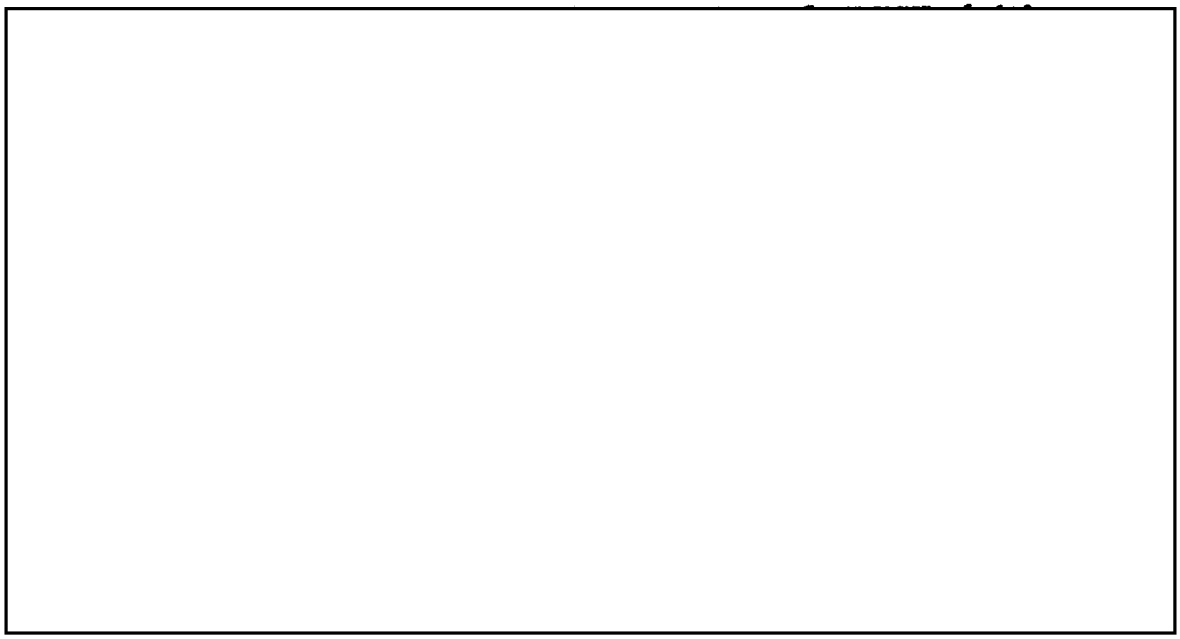

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of an airfield name with the current rendition of the transliterated name of the place name with which the airfields are associated. Insofar as the naming of airfields is concerned, the Task Team concluded that the Intelligence Community should be guided by the accepted name as established for "Free World" airfields by the Aeronautical Chart and Information Center; and for other foreign airfields, by the Defense Intelligence Agency. The latter also maintains cross-referenced indices to alternatively spelled airfield

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(6) For installations and geographic features (as separate and distinct from cities and towns as such, and from airfields as such), the Task Team concluded that uniform usage of an "official name" which would be used in all studies, reports, plans and communications was highly desirable as one element of unmistakable identification of individual installations. Because of the large number of installations dealt with, the content, form and order of installation names are required to follow certain procedures to avoid the confusion which would result from lack of uniform treatment. For the naming of installations, therefore, it

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describing streams crossed or tunneled under. Further descriptive terms will follow, where necessary.

(10) Underground Designation: In the cases of underground or partially underground plants, the distinguishing term is to be followed by the designation UG, meaning underground, or PUG, meaning partially underground.

(11) Proper Name

(a) The proper name, which follows next in order, is usually the identifying title of the installation. The proper name may be the corporate, partnership, or proprietorship name. In Russia the proper name may be a commemorative title or slogan reflective of Soviet ideology, or an appellation suitable to the function of the installation. It also may be the initial letters of, or an abbreviation of, the full name. These initials or abbreviations by common usage often become proper names.

(b) The proper name is always given in the local language form or an official transliteration of it. It is never translated from another language into English. 25X1

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(c) The proper name is listed in the nominative case only. (In the case of Russian and other highly inflected languages, installation names are often encountered in the genitive or other case forms.)

(d) The proper name will always be written full, if possible. When it is necessary to abbreviate Russian proper names, the "Prescribed Russian Abbreviations," should be consulted. Listings of proper name abbreviations in English and other languages have not been attempted.

(12) Imeni

(a) This word, which means literally "of the name" in Russian, denotes an honorary or dedicatory title. It always refers to a person, usually a Russian or Communist hero. These titles are common for Russian installations, and the system is being extended into satellite countries. As in the case of the proper name, the "imeni" always appears in the nominative case. (In Russian source materials, the word "imeni," of course, is followed by the genitive case. However, in the Bombing Encyclopedia, the word "imeni" does not itself appear, and the nominative case is used.)

(b) The "imeni" will be written in full unless space limitations make abbreviation necessary. See "Prescribed Russian Abbreviations," for standard "imeni" abbreviations.

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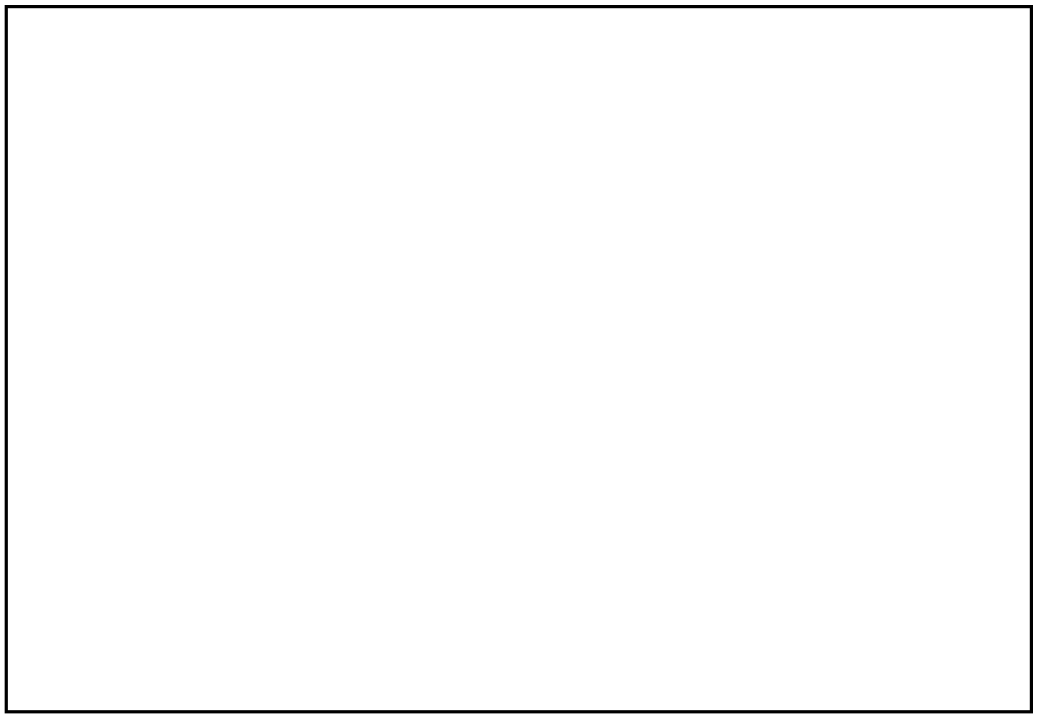

(c) The Task Team concluded that complete agreement could not be obtained within the Task Team on which system for designating missile sites should be used uniformly throughout the Intelligence Community, reiterated its conclusion that one system was sufficient, that two systems were not required, and decided to await with interest activities in progress outside the Task Team engaged in attaining resolution of this matter.

(d) See Tab C attached for further particulars on naming of SAM sites.

(15) In all cases, it is considered important in the interests of standardization of format that an arbitrary limit be established for length of installation name to facilitate distinction

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in automated or mechanical systems. Although abbreviations may be required in isolated instances, DIA experience has proven a maximum of 38 characters to be entirely satisfactory for name identification purposes. The only other general restriction on the name is that the first character must be alphabetic. Any of the remaining positions may then be alphabetic, numeric, mixed or blank. In general, hyphens, apostrophies, and other punctuation marks or special characters should not be used.

d. The Coordinates of the Location of the Installation

(1) Before reaching agreement on the use of UTM Grid Reference and/or geographic coordinates, as one element required for the positive identification of installations and geographic features of intelligence interest, the Task Team concluded unanimously that the need existed for common agreement on determination of the reference points to be used for various categories of installations, etc., to which the UTM Grid Reference and/or geographic coordinates would apply. Obviously, when pin-pointing the location of an airfield with geographic coordinates given to the nearest second, it is important to know, for various types of runway configuration, what is the agreed-upon reference point for depiction of the precise location of the airfield in question. Similarly, agreement is necessary for a pin-pointed Reference Point or Points for depiction of the location of cities, of population, of steel miles and of individual elements within them.

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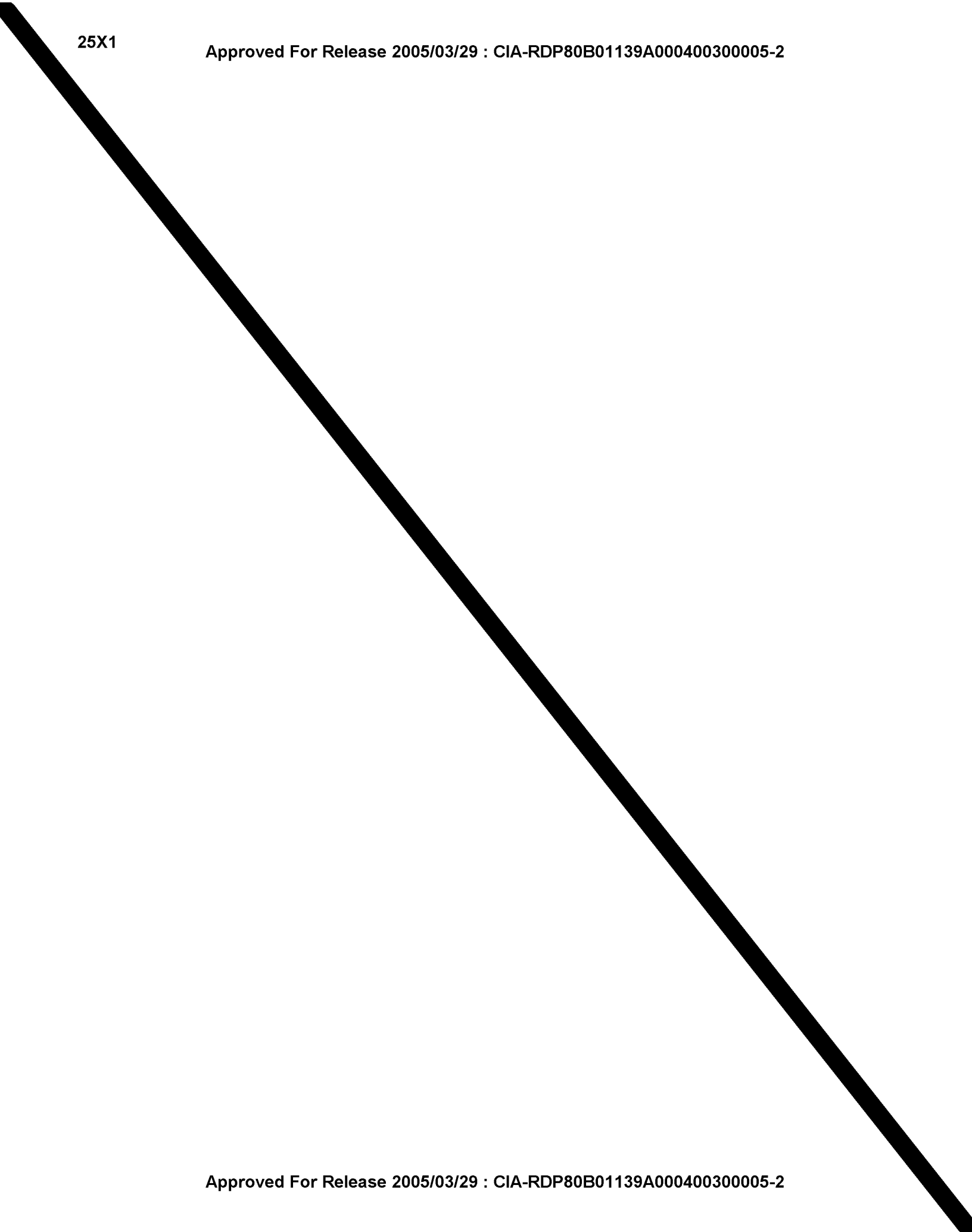

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(5) In reaching this agreement, the Task Team appreciated fully the fact that geographic coordinates are widely used but for certain uses, UTM coordinates are desirable. In both instances, however, the Task Team concluded that the sources used for derivation of the coordinates must be furnished in all instances. In the Contingency Planning Facilities List Program, 25X1

(6) Although it is beyond the scope of the task assigned to this Task Team, which is devoted to steps required for positive identification of installations and geographic features, some discussion was devoted by the Task Team to various types of Coordinate Symbology, to institution of a uniform practice within the Intelligence Community in terms of sequential preference to be accorded to maps and charts available, and to depiction of the geodetic data used in graphic compilation.

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Details are attached as Tab E, and the Task Team recommends that the Intelligence Community would be well advised to consider the advantages of adoption to the extent possible of the procedures therein outlined.

e. Country Code: The final factor recommended by the Task Team to aid in the positive identification of installations and/or geographic features is a country designator code which is highly desired but not necessarily mandatory for positive identification. After observing that there are a number of country/area codes now in use in the Army, the National Security Agency, the Defense Intelligence Agency, the Central Intelligence Agency, some Naval ship reporting codes, etc., the Task Team concluded that for purposes of installation identification and geographic feature identification,

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installations should also provide an indication, by means of the same code, of the country of secondary interest. The Task Team made no attempt to define steps to determine the factors involved in deciding which would be a country of "primary interest" and which would be a country of "secondary interest," feeling that this prerogative should be retained by the skilled analysts involved in the categories entailed.

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25X1

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7. Having reached agreement on the factors needed for positive identification of installations and/or geographic features, the Task Team then devised a single format the use of which is recommended by elements concerned within the Intelligence Community. A copy of the proposed format is attached as Tab "F." It provides for entry of the following particulars of an installation as illustrated, for example, in the case of 25X1

[redacted]

8. Conclusions: The Task Team concludes, in essence, that for positive identification of installations and geographic features of intelligence interest, the following factors should be uniformly put into use by all members of the Intelligence Community: 25X1

[redacted]

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